# **CBP Officer (Program Manager)**

DEPARTMENT OF HOMELAND SECURITY

**Customs and Border Protection** 

Office of Field Operations, National Targeting Center - Passenger Division

**Open & closing dates** 

③ 04/11/2019 to 04/17/2019

Pay scale & grade

**GS 13** 

**Appointment type** 

**Temporary Promotion** 

**Service** 

Competitive

Salary

\$99,172 to \$128,920 per year

Work schedule

Full-Time

### **Locations**

50 vacancies in the following location:

Sterling, VA

50 vacancies

### **Relocation expenses reimbursed**

Yes Relocation expenses will be paid in accordance with the Federal Travel Regulation limits and agency policy.

#### Telework eligible

No

## This job is open to



**Internal to an agency** 

Current federal employees of this agency.

### **Clarification from the agency**

Current U.S. Customs and Border Protection employees who are currently working in a permanent competitive service position.

#### Announcement number

OFO-IMP-10472778-ADF

#### **Control number**

530084900

### **Duties**

#### Summary

**Organizational Location:** This position is with the Department of Homeland Security, within U.S. Customs and Border Protection, Office of Field Operations, National Targeting Center - Passenger Division in Sterling, VA.

#### Responsibilities

Joining the Customs and Border Protection Office of Field Operations will allow you to use your expertise to detect and prevent terrorists and instruments of terror from entering the U.S. This position starts at a salary of \$99,172.00 (GS-13, Step 1) to \$128,920.00 (GS-13, Step 10) with promotion potential to \$128,920.00 (GS-13, Step 10).

In this position you will become a key member of a team of homeland security professionals detecting and preventing terrorists and instruments of terror from entering the U.S. Typical work assignments include:

- Managing and ensuring the performance of the inspection, intelligence analysis, and law enforcement activities relating to arrival and departure of persons, conveyances, and merchandise at Ports of Entry (POE);
- Managing and coordinating the identification of potential terrorists and instruments of terror;
- Performing layered enforcement activities (preprimary/risk assessment, primary and secondary inspection, outbound, registration, exit controls, and post disposition);
- Applying a comprehensive knowledge of program related legislation and regulations and knowledge of inspection and investigative techniques;
- Developing, planning, and participating in tactical operations.
- Assessing links to derogatory information to determine high risk associations and eligibility for Trusted Traveler membership.

Additional duties may include but are not limited to:

- Enhancing layered law enforcement activities relative to counter-terrorism by identifying high risk conveyances, shipments and travelers;
- Conducting research on companies and persons and providing timely research results to the field units;
- · Assessing threats and creating cargo and passenger lookouts, rules, and criteria;

13

• Sharing information with the intelligence community and collaborating with other departments or agencies regarding conveyances and/or shipments of interest.

If going from a LEO Covered Position to a Secondary CBPO Enhanced Retirement Covered Position: Please be advised that when you enter on duty in this Secondary CBPO Enhanced Retirement covered position you will no longer be covered under the Special Retirement System for Law Enforcement Officers, but will only be covered under the Federal Employees Retirement System (FERS). For further information on the Secondary CBPO Enhanced Retirement Coverage, please see the section on Retirement Coverage.

Note - Retirement does not change during the temporary promotion, but may change if the position is made permanent.

#### **Travel Required**

Occasional travel - You may be expected to travel for this position.

**Supervisory status** 

**Promotion Potential** 

No

Job family (Series)

1895 Customs And Border Protection

(https://www.usajobs.gov//Search/?j=1895)

### Requirements

#### **Conditions Of Employment**

- You must be a U.S. Citizen to apply for this position
- Males born after 12/31/1959 must be registered with Selective Service
- You may be required to pass a background investigation and/or polygraph
- Upon appointment, you may be required to undergo random drug testing
- You must pass the CBP Officer Promotional Assessment (including in-basket)
- You must possess a valid driver's license
- You must meet firearms requirements

**Promotion Eligibility Directive (Directive No. 51332-022B):** Effective October 1, 2013, Journey-level GS-1895 CBP Officers who competed for and served one year in a NTE non-supervisory GS-1895-13 are now eligible to compete for a permanent non-supervisory GS-1895-13 position. The time spent in this position does not fulfill the one year requirement as a GS-13 first line Supervisory Officer to compete for a GS-13 second line Supervisor. Please see the Promotion Eligibility Directive diagram on CBP.net for more information.

To meet agency needs, this position will be filled on a temporary basis not-to-exceed (NTE) 3 years years with possible extensions for an additional 2 years in one year increments. The incumbent may be returned, at any time, to the position from which you are temporarily promoted, or to a different position of equivalent grade and pay, and that the return is not subject to the procedures found in 5 C.F.R. §§ 351, 432, 752, and 771. At management's discretion, the incumbent may be permanently promoted/reassigned to this position without further competition. If management grants the incumbent permanent status, the option for management to return the employee to their permanent or a similar position will no longer be available.

#### **Qualifications**

**Experience:** You qualify at the GS-13 level if you possess one (1) year of specialized experience including leading, directing, supervising, or providing technical direction to others in performing inspection, intelligence analysis, examination, and law enforcement activities relating to the arrival and departure of persons, conveyances, and merchandise into the United States.

**Secondary CBPO Enhanced Retirement Requirement:** The criterion is that knowledge, skill and ability in a position deemed to meet primary CBPO special retirement coverage is a **mandatory prerequisite** to satisfactorily perform the major duties and responsibilities of the job. In order to meet the requirements of this secondary CBP Officer position you must have permanently served in a primary CBP Officer Special Enhanced Retirement covered position, i.e. Customs Inspector, GS-1890, Immigration Inspector, GS-1816, Canine Enforcement Officer, GS-1801, or CBP Officer, GS-1895

Note: If you currently serve in a permanent Secondary CBPO Enhanced Retirement covered position, you are exempt from this mandatory prerequisite.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

#### You must:

- Meet all qualification requirements, including education if applicable to this position, subject to verification at any stage of the application process; and
- Meet all applicable Time in Grade requirements (current federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the federal service) by 04/17/2019.

The Office of Personnel Management (OPM) must authorize employment offers made to current or former political appointees. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C, Non-career SES or Presidential Appointee employee in the Executive Branch, you must disclose this information to the Human Resources Office.

**Background Investigation:** U.S. Customs and Border Protection (CBP) is a federal law enforcement agency that requires all applicants to undergo a thorough background investigation prior to employment in order to promote the agency's core values of vigilance, service to country, and integrity. During the screening and/or background investigation process, you will be asked questions regarding any felony criminal convictions or current felony charges, the use of illegal drugs (e.g., marijuana, cocaine, heroin, LSD, methamphetamines, ecstasy), and the use of non-prescribed controlled substances including any experimentation, possession, sale, receipt, manufacture, cultivation, production, transfer, shipping, trafficking, or distribution of controlled substances. For more information visit <a href="https://www.cbp.gov/careers/join-cbp/which-career/apply/background-investigation">https://www.cbp.gov/careers/join-cbp/which-career/apply/background-investigation</a>)

**Polygraph Examination:** The CBP Officer (Program Manager) position is a polygraph-required position. If you are not a current CBP employee in a law enforcement position, you may be required to take a polygraph exam and have favorable results in order to continue in the pre-employment process. Please see <a href="Polygraph Examination">Polygraph Examination</a> (<a href="http://www.cbp.gov/careers/car/poly">http://www.cbp.gov/careers/car/poly</a>)

**Polygraph Reciprocity:** CBP may accept the results of a prior federal polygraph exam in lieu of a CBP polygraph exam. You will receive information to request reciprocity in your Background Investigation Package.

Polygraph Waiver: Certain veterans may be eligible to obtain a polygraph waiver. You will receive information to request a waiver in your Background Investigation Package.

Probationary Period: Current and former federal employees may be required to serve or complete a probationary period.

**Agency Career Transition Assistance Program (CTAP) Eligibles:** If you have never worked for the Federal Government, you are not CTAP eligible. Information about CTAP eligibility can be found **here** 

(http://www.opm.gov/Reduction In Force/employee resources/ctap/Employee-Guideline CTAP.asp#3a)

. You must submit the supporting documents listed in the "Required Documents" section of this announcement. In addition, to be considered well qualified under CTAP, you must possess the knowledge, skills and abilities and/or competencies clearly exceeding the minimum requirements of the position. This will be measured by a score of 85 or higher.

#### **Education**

This job does not have an education qualification requirement.

#### **Additional information**

This position is not covered under the bargaining unit.

If you are not a current 1895, and you are selected, you will have to meet the following medical/physical standards:

Physical and Medical Requirements: Because the duties of the position are of a strenuous nature and require a high degree of interaction and responsibility to the public, you must undergo and successfully pass our medical screening process. We will schedule, provide and pay for the required basic medical examination. For more information, go to <a href="https://www.cbp.gov/careers/frontline-careers/cbpo/app-proc">https://www.cbp.gov/careers/frontline-careers/cbpo/app-proc</a> (https://www.cbp.gov/careers/frontline-careers/cbpo/app-proc)

**Physical Fitness Requirement**: You will be required to successfully pass the Pre-employment Fitness Test-1. Please see the <a href="Pre-employment-Fitness-Program">Pre-employment Fitness Program</a>. (https://www.cbp.gov/sites/default/files/documents/CBPO\_Pre-Employment\_Fitness\_Physical\_Readiness\_Program.pdf)</a> for additional information. This is a 6 week program designed to assist you in achieving a level of physical fitness that will help you successfully pass the CBP fitness tests.

**Firearms Requirement:** You will be required to carry a firearm and maintain firearm proficiency. Any person who has been convicted of a misdemeanor crime of domestic Violence cannot lawfully possess a firearm or ammunition. You will be required to certify whether you have ever been convicted of such an offense. False or fraudulent information is criminally punishable by fine or imprisonment.

**Uniform:** This position requires you to wear an officially-approved uniform while in a duty status.

**Data Systems:** You will be required to maintain access to all data systems necessary for duty execution.

**Shift Work:** You may be required to perform work on a shift and rotation basis.

Overtime: You must be readily available to work overtime on a scheduled or unscheduled basis in excess of the 40-hour work week.

Basic Training: You may be required to attend approximately 18 weeks of training at the Federal Law Enforcement Academy (FLETC).

**Physical and Environmental Conditions:** The work environment includes offices, aircraft operation areas, airline passenger and cargo areas, and marine docks. Periods of outdoor work may be required in snow, rain, or extreme heat. Occasional periods of outdoor work may be required in remote areas with no modern comfort facilities. The work may involve the use of toxic chemicals, pesticides and fumigants. Protective clothing may be required such as hard hats, gloves, goggles, hearing protection, and respirators.

Security Clearance: You may be required to obtain and maintain a Top Secret/Sensitive Compartmentalized Information clearance for this position.

CBP uses E-Verify, an internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about <u>E-Verify (http://www.uscis.gov/e-verify)</u>

including your rights and responsibilities.

Every individual receives a fair opportunity throughout the federal recruitment and hiring process. Learn more <a href="http://hru.gov/Studio\_Recruitment/tools/Mythbuster\_on\_Federal\_Hiring\_Policies.pdf">http://hru.gov/Studio\_Recruitment/tools/Mythbuster\_on\_Federal\_Hiring\_Policies.pdf</a>)

Please view the video "Protecting America 24/7" (http://cbpapps.cbp.dhs.gov/ofo/2011/protecting\_america/pro\_america.wmv) to learn more about CBP's Office of Field Operations.

Follow U.S. Customs and Border Protection on Twitter <u>@CustomsBorder</u> (<a href="https://twitter.com/#!/customsborder">https://twitter.com/#!/customsborder</a>)

#### **How You Will Be Evaluated**

CBP Officer Promotional Assessment: Qualified U.S. Customs and Border Protection (CBP) candidates will be ranked on the basis of the scores received on your CBP Officer Promotional Assessment. You must have a valid test score when the announcement opens, otherwise we cannot consider you for this position. Alternate Staffing Candidates (Non-competitive candidates) need not have a current, valid test score. Alternate staffing (non-competitive) candidates include applicants who have permanently held a second line Supervisory/Managerial position or equivalent at the announced grade or higher. Your application record will remain in a pending status until after the announcement closes, at which time we will upload test scores. If you have completed the assessment questionnaire and have uploaded all required documents for this announcement, there is nothing further you need to do at this time.

Applicants will only be considered for the Eligibilities for which they claim (and provide supporting documentation) based on the responses provided in the job questionnaire: <a href="https://apply.usastaffing.gov/viewQuestionnaire/10472778">https://apply.usastaffing.gov/viewQuestionnaire/10472778</a> <a href="https://apply.usastaffing.gov/viewQuestionnaire/10472778">(https://apply.usastaffing.gov/viewQuestionnaire/10472778</a>)

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview. To preview the job questionnaire, see <a href="https://apply.usastaffing.gov/ViewQuestionnaire/10472778">https://apply.usastaffing.gov/ViewQuestionnaire/10472778</a>
<a href="https://apply.usastaffing.gov/ViewQuestionnaire/10472778">https://apply.usastaffing.gov/ViewQuestionnaire/10472778</a>

**Knowledge, Skills, Abilities and Other Characteristics (KSAOs):** Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSAOs) to successfully perform the functions of this position. Candidates will be asked to demonstrate their attainment of these KSAOs in their resume. The KSAOs are:

- Knowledge of program related legislation and regulation and extensive knowledge of inspection and investigative techniques;
- Ability to effectively apply job knowledge and decision making skills in order to perform risk assessments;
- Ability to collect and analyze information from a wide variety of sources.

#### **Background checks and security clearance**

#### **Security clearance**

**Drug test required** 

<u>Sensitive Compartmented Information</u> (https://www.usajobs.gov//Help/faq/job-announcement/security-clearances/)

Yes

### **Required Documents**

• Your resume: A resume describing your job-related qualifications is required and will be used for the purpose of reviewing your qualifications and determining what training, if any, would be required when placed. A resume in English is required. It must contain your full legal name, address, phone number, complete work history including a detailed description of your duties, the dates you performed those duties (MM/DD/YY), your hours worked per week, job title, as well as series, grade, and salary

(if applicable). NOTE: Resumes stored on USAJOBS will not automatically carry over to this announcement. You must upload your resume and any other applicable supporting documentation.

- Your responses to the job questionnaire: <a href="https://apply.usastaffing.gov/ViewQuestionnaire/10472778">https://apply.usastaffing.gov/ViewQuestionnaire/10472778</a>
   (https://apply.usastaffing.gov/ViewQuestionnaire/10472778)
- Are you a current or former federal employee? ALL CURRENT AND FORMER FEDERAL EMPLOYEES MUST SUBMIT THE MOST RECENT COPY OF THEIR SF-50 (Notification of Personnel Action) showing competitive status: Tenure 1 or 2 in Block 24 and Position Occupied 1 in Block 34. Additionally, applicants should also submit a SF-50 reflecting the highest grade held on a permanent basis in the competitive service or the full performance level of your current position, whichever is higher, AND a SF-50 to support having met the time-in-grade requirement of having served 52 weeks at the grade level (or equivalent) below the grade level(s) for this position. Current CBP Employees are not required to submit SF-50s, but are highly encouraged to do so, especially if you are using federal experience outside of CBP as your highest full performance level or for meeting this position's time-in-grade requirement.
- Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP)? You must submit a separation notice; your most recent SF-50 (noting your current position, grade level and duty location); a current (or last) performance rating of record of at least fully successful or equivalent; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a Military Department of National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.
- Veterans' preference points are not applicable to Merit Promotion announcements;
- Are you a current or former political Schedule A, Schedule C, Non-career SES or Presidential Appointee employee? Submit a copy of your applicable SF-50, along with a statement that provides the following information regarding your most recent political appointment:
  - Position title
  - Type of appointment (Schedule A, Schedule C, Non-career SES, or Presidential Appointee)
  - Agency
  - Beginning and ending dates of appointment

### **Benefits**

https://www.dhs.gov/homeland-security-careers/benefits

### **How to Apply**

Please upload your resume under "Resume" and any other applicable supporting documents mentioned above under the appropriate Document Type. If your Document Type is not listed, upload as "Other."

You may be asked to provide a copy of your recent performance appraisal and/or incentive awards. Consideration will be given to performance appraisals and incentive awards as an indication of quality prior experience, no points will be assigned.

DHS offers competitive salaries and an attractive benefits package, including: health, dental, vision, life, and long-term care insurance; retirement plan; Thrift Savings Plan [similar to a 401(k)]; Flexible Spending Account; Employee Assistance Program; personal leave days; and paid federal holidays. Other benefits may include: flexible work schedules; telework; tuition reimbursement; transportation subsidies; uniform allowance; health and wellness programs; and fitness centers. DHS is committed to employee development and offers a variety of employee training and developmental opportunities. For more information visit <a href="this link">this link</a> (<a href="http://www.dhs.gov/homeland-security-careers/benefits">http://www.dhs.gov/homeland-security-careers/benefits</a>)

#### . Disabled veteran leave

(http://www.opm.gov/news/releases/2016/08/newly-established-leave-policy-gives-disabled-veterans-more-time-to-address-medical-issues-1/).

will be available to any Federal employee hired on or after November 5, 2016, who is a veteran with a service-connected disability rating of 30 percent or more.

Applying to this announcement certifies that you give permission for DHS to share your application with others in DHS for similar positions.

#### View common definitions

(http://www.dhs.gov/xabout/careers/gc\_1303762131481.shtm)

of terms in this announcement.

To begin your online application, click "Apply Online" to create a USAJOBS account and follow the prompts or log in to your existing account. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials, including transcripts, must be in English.

If you are unable to apply online or need to submit a document you do not have in electronic form, visit this link (http://help.usastaffing.gov/Apply/index.php?title=Alternate\_Application\_Information) for more information regarding an Alternate Application process.

Applications and supporting documentation will not be accepted by mail or email. The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used. You must submit your resume, your online questionnaire, and any supporting documents by 11:59 PM Eastern Time on 04/17/2019.

It is your responsibility to verify that any information entered or uploaded is received and is accurate. Human Resources will not modify or change any part of your application. Determining your eligibility and qualifications is dependent on the supporting documentation and information provided, which may impact your referral for further consideration. If a document is not legible, you will not be able to view it in your application and you must again upload it by the closing date.

#### **Agency contact information**



#### Phone

952-857-2932 (tel:952-857-2932)

#### **Email**

cbphiring-applicantinguiry@cbp.dhs.gov (mailto:cbphiring-applicantinquiry@cbp.dhs.gov)

Learn more about this agency (#agency-modal-trigger)

#### Customs & Border Protection (CBP): Securing America's Borders

The Department of Homeland Security (DHS) is calling on those who want to help protect American interests and secure our Nation. DHS Components work collectively to prevent terrorism; secure borders and our transportation systems; protect the President and other dignitaries; enforce and administer immigration laws; safeguard cyberspace; and ensure resilience to disasters. We achieve these vital missions through a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

#### **Address**

Office of Field Operations **CBP Hiring Center** 5600 American Boulevard Suite 700 Bloomington, MN 55437 US

Discover a challenging and rewarding career with U.S. Customs and Border Protection (CBP), the sole organization responsible for securing the nation's borders. At CBP, we:

- Secure and facilitate trade and travel while enforcing hundreds of U.S. regulations, including immigration and drug laws
- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers see <a href="www.cbp.gov">www.cbp.gov</a> <a href="http://www.cbp.gov/">http://www.cbp.gov/</a>)

#### Visit our careers page

Learn more about what it's like to work at Customs and Border Protection, what the agency does, and about the types of careers this agency offers.

http://www.cbp.gov/ (http://www.cbp.gov)

#### **Next steps**

GS Salary: Visit this link

(http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages)

to view the locality pay tables by geographic area. If you do not see your geographic area listed, select the "Rest of United States" pay table.

The open period for this job opportunity announcement may be extended to allow for a sufficient applicant pool.

Once the job opportunity announcement has closed, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. You will be notified by email after each of these steps has been completed. Stay informed of changes to your application status by signing up for automatic email alerts with your <u>USAJOBS account</u> (<a href="http://www.usajobs.gov/Applicant/ProfileDashboard/Home">http://www.usajobs.gov/Applicant/ProfileDashboard/Home</a>)

. If you are referred, you will receive a final notification of the disposition of the announcement. We expect to make a tentative job offer within 60 days after the close of the announcement. If you are selected, we may conduct a suitability/security background investigation.

Additional selections may be made beyond the total number of vacancies specified using this vacancy announcement. Further selections may also be made for additional organizational divisions and/or units within the duty location(s) listed above.

If you receive a conditional offer of employment for this position, you will be required to complete an <a href="Optional Form 306">Optional Form 306</a> (<a href="http://www.opm.gov/forms/pdf\_fill/OF0306.pdf">http://www.opm.gov/forms/pdf\_fill/OF0306.pdf</a>)

(Declaration for Federal Employment), and to sign and certify the accuracy of all information in your application, prior to entry on duty. False statements on any part of the application may result in withdrawal of offer of employment, dismissal after beginning work, fine, or imprisonment.

Any offers of employment made pursuant to this announcement will be consistent with all applicable authorities, including Presidential Memoranda, Executive Orders, interpretive U.S. Office of Management and Budget (OMB) and U.S. Office of Personnel Management (OPM) guidance, and Office of Management and Budget plans and policies concerning hiring. These authorities are subject to change.

### **Fair & Transparent**

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

#### **Equal Employment Opportunity Policy**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

<u>Equal Employment Opportunity (EEO) for federal employees & job applicants (http://www.eeoc.gov/eeoc/internal\_eeo/index.cfm)</u>

### **Reasonable Accommodation Policy**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- <u>Disability Employment Reasonable Accommodations</u> (https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
- How to contact an agency (https://www.usajobs.gov//Help/how-to/application/agency/contact/)

#### Legal and regulatory guidance

Financial suitability

(https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/financial-suitability/)

Privacy Act

(https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/privacy-act/)

Selective Service

(https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/selective-service/)

Social security number request

(https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/social-security-number/)

Signature & False statements

(https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/signature-false-statements/)

New employee probationary period

(https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/probationary-period/)